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ABSTRACT

The purpose of this bibliographic instruction package is to help a non-library instructor prepare undergraduate students to find and use books, indexes, abstracts, periodical articles, and other printed reference sources in a search for published information on legislation. Special emphasis is placed on sources needed to compile a legislative history of a U.S. government statute. The package is divided into two episodes which can be presented in one class session. Episode I introduces students to the different forms of literature. Episode II teaches students how to locate library materials using the card catalog and indexes and abstracts. The package includes summaries and lists of objectives for each episode, a materials list showing all transparencies and handouts for the training session, and a suggested script for the conduct of the session. For the student, the package provides paper copies of transparencies used by the instructor; these cover information search procedures, forms of literature, Library of Congress (LC) subject headings, catalog filing rules, and the "CIS Index." Also included are copies of transparencies showing a search log form and a checklist of questions for evaluating indexes and abstracts. An annotated bibliography of reference sources for research in legislation and a legislation research exercise conclude the instruction packet. (ESR)

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Teaching Packages

ED229026

IR050180

Fundamentals of Research in LEGISLATION

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NATIONAL INSTITUTE OF EDUCATION
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- Teacher's Notes
- Transparencies
- Bibliography
- Exercises

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Baruch College
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Research in Legislation

Introduction

The purpose of this learning package is to help the instructor prepare students to complete his course assignment. The scope of activities for this learning package has been limited to searches for published information for research on legislation. Students will be prepared to find and use books, indexes, abstracts, periodical articles and other printed reference sources. Special emphasis has been placed on sources needed to compile a legislative history of a United States government statute. Instructions for use of the CIS Index, the most useful source for this purpose, are provided.

The learning package is divided into two episodes. Episode I, Choice of Materials, introduces students to the different forms of literature. Episode II, Access to Materials, teaches students how to find and use these sources. A summary and list of objectives is provided for each episode. A materials list includes all transparencies and hand-outs for the session. A script for the Conduct of the Session is provided. In this script parentheses ( ) are used to denote suggested instructor commentary to accompany the transparencies. You may choose to follow the script as it is or to improvise using the summary, list of objectives and transparencies. In either case, read the Conduct of the Session script first as a guide for your activities.

Episode I is designed to be taught first. Episode II is divided into two main sections: Using the card catalog to find books and using indexes and abstracts. These sections are designed so that you can teach them in any order and emphasize skills in areas you consider especially important. Examples for materials in the learning package have been selected to appeal to a wide range of students and instructors. If you would like to emphasize research on a specific kind of legislation or the use of a specific index or abstract, the library instruction services faculty will provide transparencies and instructional guides for this purpose. Please allow two weeks for production of these materials. For requests or questions about this learning package, call a member of the library instruction services faculty at Extension 3259. Episode II concludes with a review of the forms of literature. This review emphasizes the use of a variety of reference sources for beginning an information search.

The role of the instructor in the use of this learning package is crucial to its success. While a librarian can teach students how to use sources for research, he can not generate the same enthusiasm for their use as can the course instructor. The instructor has had extensive first hand experience using many of the sources cited. More importantly, he knows exactly what he wants his students to learn and the depth and breadth of research he expects.

This learning package can be presented in one class session. The goal of this session should be to make students aware of information sources for research on legislation. Most students will need many hours of practice using these sources to develop effective information searching skills.

Research in Legislation

Purpose: To learn to use published sources to find information for research on legislation.

Structure:

EPISODE I: CHOICE OF MATERIALS. Discusses the different forms of material which can be used for bibliographic searching. Presents examples of appropriate times to use each form. Describes the search strategy process. Emphasizes flexibility in search strategy.

EPISODE II: ACCESS TO MATERIALS. Discusses how to find books, reference books, and indexes.

How to Find Books. Explains the use of the Library of Congress List of Subject Headings to select subject headings for use in the card catalog. Discusses the use of the card catalog to locate books about legislation. Explains how this approach can be used in other libraries with different kinds of catalogs.

How to Find and Use Indexes and Abstracts. Discusses the function of indexes as location tools, sources used to find other sources. Describes the use of the CIS Index. Provides a checklist for evaluating indexes and abstracts. Upon request detailed instruction and transparencies can be provided for any index the instructor chooses.

Materials:

This learning package includes transparencies for use with the instructional script. Copies of these transparencies can be produced and collated for distribution to students in a student materials packet.

I. Transparencies.

A. Transparency 1 - Information Searching Procedure Chart
B. Transparency 2 - Forms of Literature
C. Transparency 3 - Search Log Form
D. Transparency 4 - Library of Congress (LC) List of Subject Headings
E. Transparency 5 - Catalog Filing Rules: Books about a Subject (Law, Act)
F. Transparency 6 - Catalog Filing Rules: House Documents
G. Transparency 7 - CIS Index: Subjects and Names
H. Transparency 8 - CIS Index: Titles
I. Transparency 9 - CIS Index: Bill Numbers
J. Transparency 10 - CIS Index: Abstracts - Public Laws
K. Transparency 11 - CIS Index: Abstracts - House of Representatives-Hearing
L. Transparency 12 - CIS Index: Abstracts - House of Representatives-Report
M. Transparency 13 - Checklist of Questions to Answer About Indexes and Abstracts

II. Lists

A. Reference Sources for Research in Legislation
B. Baruch College Library: A Self-Guided Tour
C. Exercise for Legislation

Summary

I. Summary of Episode I. Choice of Materials.

A. Objective. To introduce students to the different forms of printed source materials which can be used to find information for research on legislation.

At the end of this episode students will be able to:

--Identify specific forms of source material.
--Describe reasons for a search strategy, an orderly procedure for collecting information.
--Explain why specific forms of material may be best for specific search questions.

B. Episode Activities:

The instructor will review the student assignment. This assignment will provide the context for all activities. Students will be given a copy of the Information Searching Procedure Chart. They will use the chart to describe the function of different forms of source materials for research on legislation. They will also receive a list which defines Forms of Literature. They will use a Search Log Form and a list of Reference Sources for Research in Legislation to discuss methods they can use to find information about legislation.

II. Summary of Episode II. Access to Materials.

A. Objective. To make students aware of the skills required to locate books, reference books, and indexes to find information about legislation.

At the end of this episode students will be able to:

--Use the Library of Congress List of Subject Headings to select subject headings for his topic.
--Use the card catalog at Baruch College Library to locate books on legislation.
--Ask questions to locate books in any library catalog.

--Use the CIS Index to find legislative information by subject and name, title, and bill number.
--Use the abstracts in the CIS Index to find information on legislation.
--Use the list of Reference Sources for Research in Legislation to identify other useful indexes and abstracts.
--Use the Checklist of Questions to Answer about Indexes and Abstracts to evaluate more than one index or abstract.

--Describe several forms of reference books for research in legislation.
--Suggest uses for specific forms of reference books.
--Explain how one other reference book could be used to begin the same information search.

B. Episode Activities:

The instructor will explain the use of the Library of Congress List of Subject Headings to select subject headings for research on legislation. Using transparencies he will explain the filing rules for locating books in the card catalog. It is not expected that students will remember all the cataloging rules. Rather, the purpose of this section is to give them the background to begin to use the card catalog and to ask reference questions.

For some students indexes are a more effective way to begin research than the card catalog. The instructor will explain the purpose of indexes. He will use transparencies to provide instruction in the use of one index, the CIS Index. He will refer students to the Reference List with other indexes and abstracts. He will use a transparency with a Checklist of Questions to Answer about Indexes and Abstracts to help students evaluate other useful indexes and abstracts.

By the end of this session, the instructor will ask students to use the list of Reference Sources for Research in Legislation to select specific reference sources to begin their assignments. He will structure this discussion of reference sources to review the different forms of literature and the methods students can use to find them. The Learning Package includes suggested questions for this purpose.

Conduct of the Session

Episode I: Choice of Materials

1. Describe your student assignment. Using this assignment as the context for learning, explain that the purpose of this session is to make students aware of the many kinds of sources they can use to find information about legislation. Note that all reference sources are not at Baruch College, but that they are available in the New York City area.

2. Hand out collated packet of student materials.

3. Transparency 1 - Information Searching Procedure Chart.
(Many kinds of sources can be consulted for information. This chart indicates the steps you can take before consulting sources. The chart describes two kinds of sources: access tools or secondary sources and primary sources.)

   a. (Looking at the chart who can explain what an access tool is?)

   b. (Would it be best to begin your search with an access tool or one of the sources on the right hand side of the chart? Why?) Establish that access tools are used to locate information. The other sources contain information.

4. Transparency 2 - Forms of Literature.
The Forms of Literature list describes the sources on the right hand side of the Information Searching Procedures Chart. (Take a moment to read this list.)

   a. (What form of literature might you use to begin the information search for your assignment? Why?) Have students explain why they might use either access tools or other sources to find information about legislation. Do not emphasize the card catalog at this point since it will be discussed later. If necessary explain when to use specific kinds of sources. The following list of suggestions for use of specific sources is included as a guide for the instructor.

      1. A current article on the status of this year's Federal budget. (Index - CIS Index)

      2. A listing of the latest publications put out by the House Ways and Means Committee. (Index - Monthly Catalog)

      3. What happened concerning National Health Insurance during 1981? (Index - CIS Index)

      4. The full text of P.L. 93-121. (Statutes - United States Code)

      5. The Correct title of the Kerner report. (Index - Monthly Catalog)

      6. The chairman of the Senate Finance committee. (Directory - Congressional Directory)

7. A brief article on how our laws are made. (Handbook - How Our Laws are Made)

8. A short biography of the Senate Sponsor of a specific piece of legislation. (Directory - Almanac of American Politics)

b. Explain that an information search may begin with either an access tool or another source. Emphasize that there is no right way to search for information. The important point is for students to know what they are looking for and to plan a search strategy to find appropriate information.

5. Return to Transparency 1 - Information Searching Procedure. Explain search procedure by following the left hand side of the chart:

a. (At what point in a search would you use access tools? Why?)

b. (When would you use other sources?) There are no right or wrong answers to these questions. For example, a student might use an index when he first consults sources. He might want to read more in an encyclopedia to redefine his problem.

6. Transparency 3 - Search Log Form. Explain the sections of the form.

a. Ask students to use this form to plan their search for information for their assignment.

b. (Take a moment to plan your search. Who can explain the steps he might take to find information for this assignment?)

c. You may want to ask yourself specific questions about a piece of legislation. The following questions may help you to choose useful information sources when you plan your search.

1. Who first proposed the legislation?
2. What is his background?
3. What other legislators sponsored the legislation?
4. Has legislation like this been proposed in the part? What happened to it?
5. What other related legislation has been passed?
6. Have there been House or Senate Hearings on this legislation? If yes, who participated in these hearings?
7. What is the current status of the legislation?

Episode II: Access to Materials

1. (You may want to begin your search for information with a book. To find books you can use the library's card catalog. How do you know under which subject heading you can find information on your topic? The Library of Congress Subject Headings List is used to determine the subject headings under which books are found in the card catalog. The same subject headings are used in the Baruch College Library catalog and the catalogs of most other college and research libraries.)

2. Transparency 4 - Library of Congress (LC) List of Subject Headings

   The instructor should point out:

   a. A word or phrase in bold face is an acceptable subject heading.
   b. sa = see also the following related, more specific headings.
   c. X = heading not used.
   d. XX = related but broader heading.
   e. (The LC List of Subject Headings is arranged in alphabetical order. Look under the subject heading which seems logical to you and you should find references to the appropriate Library of Congress (LC) heading to use in the card catalog).

   The instructor can point out the headings in the two samples from the Library of Congress (LC) List of Subject Headings. The sample on the left has headings for specific information about the United States Congress, House or Senate. The sample on the right is more general. The heading, Legislation, covers all kinds of legislation. Note the sa (see also headings) students can use to find subject headings for specific kinds of legislative research.

3. (To find books in most libraries we must use a catalog. The Baruch College Library has a card catalog. Other libraries may have different types of catalogs. The New York Public Library has a book catalog. We'll spend some time describing the arrangement of the Baruch College Library catalog since most of you will be using it).

4. Catalog Filing Rultes. (Every book in the Baruch College Library is listed in the card catalog under its author, its title, and its subject. All books by the same author are grouped together. They are arranged alphabetically by title).

5. Catalog Filing Rules. Catalog cards about a subject are filed according to the following rules:

   a. Transparency 5 - Catalog Filing Rules: Books about a Subject (Law, Act)
   (Books about a subject are filed under the LC subject heading for that subject. They are grouped alphabetically by author within each subject heading. At the bottom of each catalog card "Tracings" list all the subject headings assigned to a

specific book. Thus, this book can be found in the catalog by looking under five different subject headings listed as tracings). The instructor may wish to explain further why student's would want to look under additional subject tracings for listings of other books. Reasons for looking under additional subject headings might include finding more books, broadening a topic, narrowing a topic and developing a greater understanding of a subject area. The instructor should note that this book has two catalog cards. Tracings appear only on the second card.

b. Transparency 6 - Catalog Filing Rules: House Document. (From the LC Subject Headings List, you saw that all subject headings have more specific divisions or headings where you can look to locate book titles. You can also locate some House documents in the card catalog. The card here begins with the entry United States Congresss, House -- Information Services. Other cards for House legislation are entered in the card catalog in the same way with the name of the House committee as the last part of the subject heading.

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6. (The card catalog is an index to all the books in the Baruch College Library. There are specialized indexes to use for more current and greater variety of information sources. These indexes consist of multiple book volumes. Indexes may index books, book reviews, media sources, conference papers, research studies, periodical articles, legislation, newspaper articles or government publications. The advantage of indexes is that they list in one place a wide variety of material on a subject. They are also more current than books since they may be published monthly, quarterly, semi-annually, or annually. It is important to check the date of an index. If you need information on a 1981 House bill you must use a 1981 or 1982 index.

7. (The most useful index for information about actions in the United States Congress is the CIS Index. It indexes and abstracts congressional hearings, committee prints, reports, documents and miscellaneous publications. It also provides descriptions and legislative histories of public laws). Transparencies 7 - 12 are to be used as a guide to the different index and abstract sections in the CIS Index.

a. Transparency 7 - CIS Index (Subjects and Names)
This index section is arranged alphabetically by the name of a person, the name of a piece of legislation, or the name of a subject area of legislation. In this sample index page, point out a personal name, Royer, Robert L., a subject, Rubber and rubber industry, and the name of a specific piece of legislation, the tariff act, note that the numbers which follow the listing for every reference under a subject heading refer to abstracts in the abstract section of the CIS Index. PL numbers refer to public laws. H numbers refer

to House legislation. S numbers refer to Senate legislation.

b. Transparency 8 - CIS Index (Titles)
(This index section is arranged alphabetically by the title of the specific piece of legislation). Note again, the abstract numbers starting with PL, H and S.

c. Transparency 9 - CIS Index (Bill Number)
(When you know the Bill number for a piece of legislation, go directly to this section of the index. It refers you to the PL, H, or S abstract number you can use to locate an abstract with information about the bill).

d. Transparency 10 - CIS Index (Abstracts - Public Law - PL)
(The abstract of a public law highlights all provisions at the law and provides a legislative history of the law. It includes references to House and Senate Hearings and Reports. These Hearings or Reports are referred to by abstract number. Bills are noted by bill number). The instructor should point out the abstract numbers, H781.10 and H783.23 on the transparency. He can also point out the bill number, H.R.3122. He may want to refer back to Transparency 7 to show how this law was indexed under the subject heading, Rubber and rubber industry. In this abstract, provision "c." refers to the subject, rubber.

e. Transparency 11 - CIS Index (Abstracts - House of Representative - H)
This abstract was listed as a House Hearing in Transparency 10. The instructor should show students how one abstract, in this case PL 96-467 on Transparency 10, can be used to refer them to another abstract, this one, H781-10. Point out the information on the top of transparency. Also point out bill numbers. Note the names of witnesses at hearings. Explain that these names are indexed in the name index section of the CIS Index.

f. Transparency 12 - CIS Index (Abstracts - House of Representatives)
Use the transparency if you want to show a reference to this House Report as noted in Transparency 10, PL 96-467. This Transparency is included for the instructor who wants to emphasize use of one abstract to find information in another abstract.

8. Transparency 13 - Checklist of Questions to Answer about Indexes and Abstracts.

a. (While you can use the CIS Index, other indexes and abstracts on the list of References Sources for Research in Legislation may also be useful to you. Each index and abstract journal is unique. It is helpful, however, to examine each index or abstract journal you decide to use before you attempt its use. This is a checklist of questions you should ask about each index or abstract journal you use. Not all questions apply to all sources).

b. (Let's apply some of these questions to the CIS Index. The instructor may wish to refer to Transparencies 7 through 12 to answer these questions. If time is short, the instructor should choose several questions from the list for illustrative purposes. The instructor may wish to borrow sample volumes of the CIS Index from the library instruction services office for this purpose).

c. (Select one other index or abstract from the list of indexes and abstracts in Reference Sources for Research in Legislation. Why do you think it would be useful for finding information about a piece of legislation?) The instructor may wish to use this question to elicit information from the students about all the appropriate indexes and abstracts.

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9. (At the beginning of this session we talked about the many different forms of literature. The list of Reference Sources for Research in Legislation includes specific examples of many forms of literature. Take a moment to look through it).

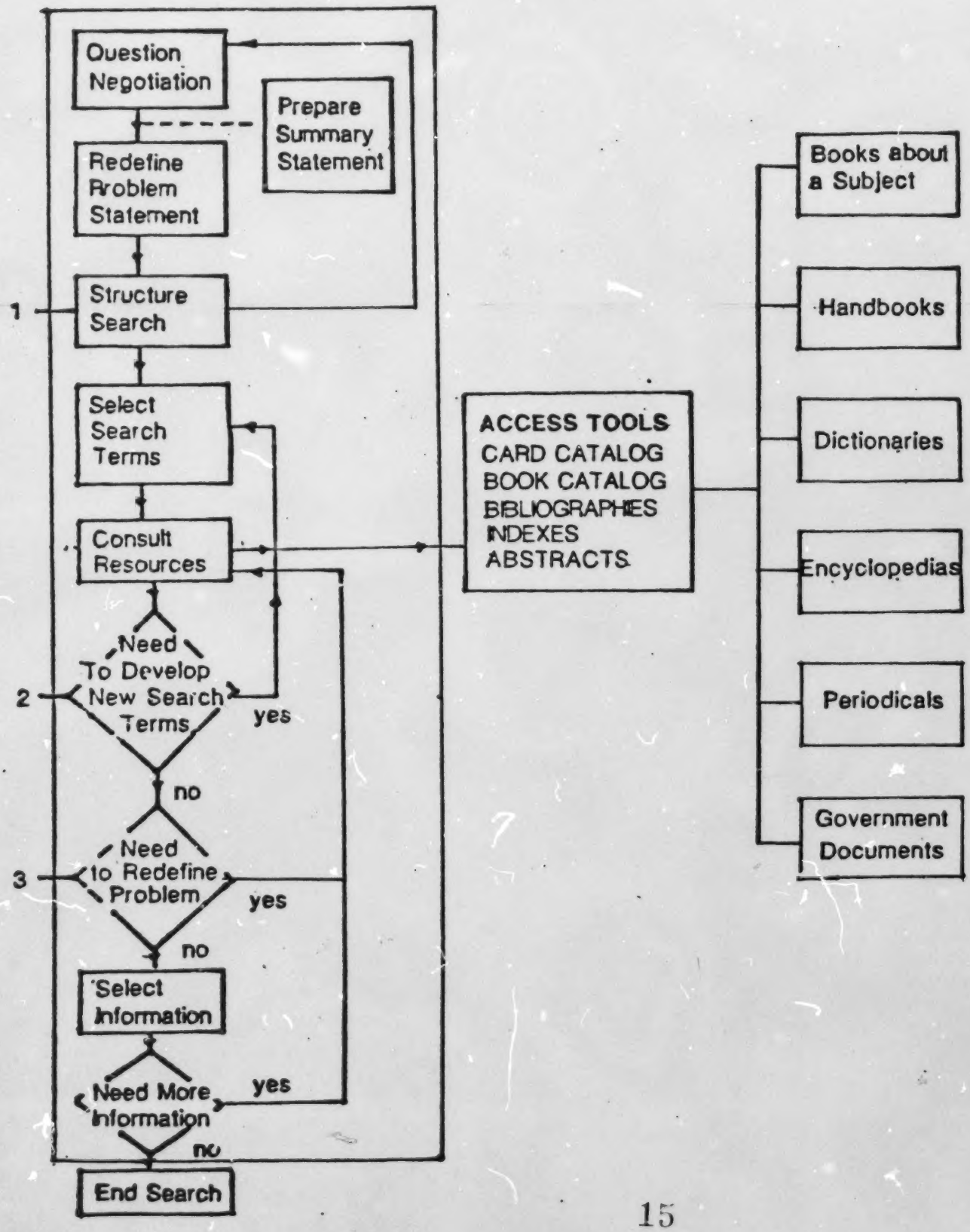
   a. (Who can describe one reference book which might be useful for this legislation research assignment?) Try to elicit enough student answers to describe and discuss a number of specific reference works. Describe specific reference sources which have been especially useful to you in writing your dissertation, preparing a lecture or legislative history or campaign or researching a paper. You may want to borrow several sources you consider important from the library.

   b. The following questions may be used to encourage student discussion of reference sources. (Who can choose one reference book to begin an information search? Is there another book you might use to find the same or similar information?) Try to encourage students to use different approaches to finding information. Emphasize the variety of reference materials available.

10. Location of reference materials in the Baruch College Library. The packet of student materials includes the publication Baruch College Library: A Self-Guided Tour. Tell students about this tour. Encourage them to ask the reference librarians for help in finding information sources.

11. An Exercise for Research in Legislation is provided as an optional student assignment. However, the best evidence that students have learned to use legislative research sources is the quality of the research they do for their class assignment. Students should be encouraged to use the Search Log Form, Transparency 3, and to submit it with their class assignment.

Information Searching Procedure



Forms of Literature

Books

The most familiar form of literature is the book. A single volume or book is known as a monograph.

Reference Books

Some books are considered reference books because they are designed by their arrangement and treatment to be consulted for specific information rather than to be read consecutively.

Directories

Provide an alphabetical or classified list (as of names and addresses). They may contain biographical and/or organizational listings.

Encyclopedias, Handbooks, Dictionaries, and Yearbooks are reference books. They are usually consulted for concise, factual information. They are a good place to begin an information search. Encyclopedias and Handbooks often include bibliographies. Yearbooks are published annually as reports of statistics or facts.

Bibliographies are lists of publications (books, articles, reports, documents, dissertations) selected and organized around a subject area or theme. These lists may be limited by the specificity of the subject scope, the dates or the type of material covered.

Dissertations or Theses are research papers written in partial fulfillment of an advanced degree. These academic papers compiled by one researcher are often valuable for research in the same subject field.

Periodicals include magazines and journals such as the Journal of Politics. A periodical is a publication issued at regular time intervals and intended to be continued indefinitely.

Indexes provide, in one place, references to works in specific subject areas or works by specific authors. Indexes are often in multiple volumes and cover long periods of time. They are used to locate bibliographic information about journal articles, books, essays and dissertations. All indexes are not the same in structure. Indexes may provide for subject, author, title, time period or other types of access. Instructions on how to use an index usually appear in the first pages of the index.

Abstracts may be included as part of indexes or they may be separate publications. They provide summaries of articles, reports, books, and other forms of published material.

Government Documents include any publications originating in or printed with the authority and expense of any office of a legally organized government. State, Federal and foreign governments as well as the United Nations publish material on many subjects. Some government documents are periodicals. Others are books or pamphlet.

Atlases include any volumes of tables, charts or plates that systematically illustrate a subject: political parties. Bound collections of maps are also atlases.

Search Log Form

1. Write a one sentence topic statement _____

   _____

2. List sources for background reading.

   _____

   _____

   _____

3. Use the card catalog. Find books.

   _____

   _____

   _____

4. Use indexes. Find Articles

   Indexes: _____

   _____

   Articles: _____

   _____

Note: You may do three or four first.

Transparency 3

Library of Congress (LC) List of Subject Headings

United States. Congress. House
-Calendars
Note under Legislative calendars
-Contested elections
Example under reference from Elections. Contested
Note under Contested elections
-Information services
-Public relations
x Public relations-United States. Congress. House

United States. Congress. Senate
-Information services
-Majority whip
x Majority whip, Senate
Senate majority whip
-Minority whip
x Minority whip, Senate
Senate minority whip

Legislation
sa Bill drafting
Bills, Legislative
Bills, Private
Declared legislation
Law
Legislative bodies
Legislative histories
Legislative power
Legislative reference bureaus
xx Constitutional law
Law
Legislative power
Political science
Note under Statutes
-United States
--States
Legislative, Comparative
See Comparative law

sa - see also the following related more specific headings
x - heading not used
xx - related but broader heading

Catalog Filing Rules
Books about a Subject
(Law, Act)

UNITED STATES. LAWS, STATUTES, ETC.
SECURITIES EXCHANGE ACT OF 1934.

Ref
KF
1066
A58
1973

Ellenberger, Jack S. , 1930-
comp.
Legislative history of the Securities act of 1933 and Securities exchange act of 1934... Compiled by J. S. Ellenberger and Ellen P. Mahar, South Hackensack, N. J., Published for the Law Librarians' Society of Washington, D.C., by F.R. Rothman, 1973.
11 v
CONTENTS. - -v. 1-3. Securities Act, 1933: Law debate. Documents, reports, hearings. Bills. - -v. 4-11. Securities exchange act, 1934: Law, debate. Reports documents. Hearings, 4 v. House bills. Senate bills.

UNITED STATES. LAWS, STATUTES, ETC.
SECURITIES EXCHANGE ACT OF 1934.

Ref
KF
1066
A58
1973

Ellenberger, Jack S , 1930-
comp.
Legislative history of the Securities ... 1973. (Card 2)

1. United States. Laws, statutes, etc. Securities act of 1933. 2. United States. Laws, statutes, etc. Securities exchange act of 1934. I. Mahar, Ellen P., joint comp. II. Law Librarians' Society of Washington, D.C. III. United States. Laws, statutes, etc. Securities act of 1933. 1973. IV. United States. Laws, statutes, etc. Securities exchange act of 1934. 1973. V. Title.

tracings

Catalog Filing Rules:
Books about a Subject
(Law, Act)

UNITED STATES. CONGRESS. HOUSE--
INFORMATION SERVICES.

Ref
JK
1333
U54
1977a

United States. Congress. House.
Commission on Information and
Facilities.
(Inventory of information resources
for the U.S. House of Representatives)
Inventory of available resources
and services available to the U.S.
House of Representatives / U.S. House
of Representatives, Commission on
Information and Facilities ; with a new
pref. by Roger A. Jones. Westport,
Conn. : Greenwood Press, 1977. 688 p.

UNITED STATES CONGRESS. HOUSE--
INFORMATION SERVICES.

Ref
JK
1333
U54
1977a

United States. Congress. House.
Commission on Information and
Facilities.
(Inventory of information resources
...) 1977. (Card 2)
issued as House document 94-537 of the
94th Congress, 2d session.

1. United States. Congress. House--
Information services. I. Title.
tracings II. Series: United States. 94th
Congress, 2d session, 1976 House.
Document : 94-537.

CIS Index

Subjects and Names

Royer, Robert L.
Coal production and utilization status and barriers, S721-2.5

Rua, James
Energy cost relief for the elderly in N.Y. state, H141-19.1 H141-19.6

Rubber and rubber industry
Athletic shoe imports, rubber redefinition, PL96-467
Guayule rubber R&D and demonstration program, oversight, S321-28
Intl Natural Rubber Agreement, Pres message, S385-4
Intl Natural Rubber Organization buffer stock, US contribution, FY81 authorization, H383-4, S383-8 PL96-271
Science and Educ Admin quayule rubber research programs, FY81 approp, S181-33.11

Targhee National Forest, Idaho
Idaho wilderness area estab and expansion, S311-23

Tarlela, Robert J.
Fed agencies retaliatory personnel actions for info disclosure, Merit Systems Protection Bd stay orders, H621-27

Tariff Act
Applicability to Deepwater Port Act, clarification, PL96-467
Customs Court jurisdiction expansion, S521-23, PL96-417
Miscellaneous tariff and trade bills, H781-73
US vessels in Panama, duty free repair extension, S361-31

Tariff Commission
see US Internatoinal Trade Commission

CIS Index

Titles

Target System H761-6
Tariff Schedules, temporary duty suspensions; landing craft, conveyance., PL96-609
Tariff Treatment of Certain Articles., PL96-467
Tariff Treatment of Crude Feathers and Downs., S363-3
Task Force on Rental Housing., H241-38
Tax Administrative Provisions Revisions., S363-25
Tax Convention with the Kingdom of Denmark, Message from the President., S385-16

CIS Index

Bill Number

H.R. 3110	H781-10
H.R. 3111	H641-7
H.R. 3112	S201-22.6
H.R. 3122	PL96-467
H.R. 3130	PL96-259
H.R. 3132	H341-42.8
H.R. 3132	H701-41.2
H.R. 3154	H38 1.2
H.R. 3154	PL96-72
H.R. 3159	H501-32

CIS Index

Abstracts – Public Laws

PL96-467 TARIFF TREATMENT OF CERTAIN ARTICLES.
Oct. 17, 1980 96-2 9p.
* CIS/MF/3 •Item 575
94 STAT. 2220.

"Relating to the tariff treatment of certain articles."
Includes provisions to:
a. Permanently remove import duty on some dyeing and tanning materials.
b. Extend temporary import duty suspension on wood excelsior;
c. Redefine "rubber" to include certain compounds used in soles of athletic shoes.
d. Make technical corrections to the Trade Agreements of 1979.
e. Suspend import duty on roof tiles from the People's Republic of China.
f. Redefine "wire" to exclude small diameter cold finished steel bars.
g. Clarify Tariff Act of 1930 provisions applicability to Deepwater Port Act of 1974.
Legislative History: (H.R. 3122 and related bills):
1979 CIS/Annual:
House Hearings: H781-16: H781-25.
Senate Hearings: S361-15.
House Reports: H783-18 (No. 96-375, accompanying H.R. 2492); H783-42 (No. 96-566, accompanying H.R. 4309); H783-44 (No. 96-569, accompanying H.R. 5441): H783-49 (No. 96-561, pt. 2, accompanying H.R. 3755).
Senate Report: S363-19 (No. 96-474).
1980 CIS/Annual:
House Hearings: H781-10: H781-73
Senate Hearings: S361-31.
House Report: H783-23 (No. 96-1109, accompanying H.R. 5047).
Senate Report: S363-19 (No. 96-999, accompanying H.R. 5047)
Congressional Record Vol. 125 (1979):
Sept. 10, considerered and passed House.

CIS Index

Abstracts - House of Representatives

H781-10 **MISCELLANEOUS TRADE AND TARIFF BILLS.**
July 27, 1979. 96-1.
vi 226Z p. il CIS/MF/5
Item 1028. Y4.W36:96-42.
MC 80-15762. LC 80-600687.

Congressional Session
Date of Hearing
Microfiche Unit Count
SPO Monthly Catalog Number
Superintendent of Documents

Committee Serial No. 96-42. Hearing before the Subcom on Trade to consider the following trade and tariff bills:

H.R 2535 dept rpt statement, p. 173-175), to suspend until June 30, 1982, duty on certain alloy steels used to make knives for machines used to chip wood for pulp and wood fiber products.

H.R. 4190 (statement p, 214), to provide for duty free entry of Mexican plywood.

H.R. 4309 (dept. rpts, statement, p. 215-217), to amend the classification of "wire" to exclude small diameter cold finished steel bars.

Full Committe Member William M. Brodhead (D-Mich) questions witnesses.

H781-10.1 July 27, 1979. p. 3-15.
Witnesses: **MILLER, Bruce,** Sr. Economist, Import Policy Division, Office of Intl Trade Policy, Commerce Dept.
JABLONSKI, Leo, Asst Gen Consul, US Intl Trade Commission.

Statements and Discussion: Administration views on bills.

H781-10.2: Views on H.R. 2535
Witnesses: **ALBOSTA, Donald Joseph,** (Rep D-Mich), p. 15-23
LaFALCE, John J., (Rep, D-NY), p. 18-23
EBBING, R.R. pres, Machine Knife Assn, p. 28-47
HALLORAN, John E., pres, Mich Knife Co. pge p. 35-47.
KINCAID, David, commercial vp, Guterl Steel Corp. p. 40-47.
Statements and Discussion: Conflicting views on need for H.R. 2535.

CIS Index

Abstracts - House of Representatives

H783-23 MISCELLANEOUS TARIFF AND CUSTOMS AMENDMENTS
June 19, 1980. 96-2 31p.
† CIS/MF/3 •Item 1008-C.
H. Rpt. 96-1109.
MC 80-22407.

Recommends passage , with an amendment in the nature of a substitute, of H.R. 5047, to revise various tariff regulations and import duties on miscellaneous items. Also includes technical amendments to the Trade Agreements Act of 1979. H.R. 5047 is related to 16 bills.

Checklist of Questions to Answer about Indexes and Abstracts

1. What specific subject areas are covered?

2. Does the index or abstract include instructions for using it? If so, where?

3. Is there a list of the specific primary sources indexed or abstracted? If so, where?

4. Is there a list of abbreviations used? Where?

5. Is there a list or thesaurus of the specific terms (subject headings or key words) used by the index or abstract? Where?

6. How often is the index or abstract issued?

7. Are there cumulations? How often?

8. If an index, how are the citations entered? By author? Title? Subject? Other?

9. If an abstracting journal, how are the abstracts arranged? In a classified order? Alphabetical order? By accession number? Other?

10. If an abstracting journal, what type of indexes are included, if any? Author? Title? Subject? Geographic? Corporate? Other?

11. What types of material are indexed or abstracted? Journals, books, government publications, proceedings, other?

12. What is the language of the material covered? English only? Foreign languages?

13. Is the material covered technical and research oriented or popular? Or both?

14. Are there any other special or unique features?

Reference Sources for Legislation

The sources on this reference list are useful for compiling a legislative history of a United States government statute. This list emphasizes Federal government legislation. The most significant sources for locating primary legislative information and government documents are indexes and abstracts. Indexes and abstracts are emphasized on this list. Other forms of literature included are useful for background information on legislation and the legislative process. All sources noted as "not at Baruch" are available in other libraries in New York City. To locate these sources, ask the Reference Librarian.

BIBLIOGRAPHIES

Table 2E — Congressional Information Service, Inc. CIS Index. 1970- Washington: CIS, Inc., 1971-

See entry under indexes and abstracts.

Z1223 .Z7 G68 1968/69 — Government Reference Books. Compiled by Alan Edward Schorr. Littleton, Colorado: Libraries Unlimited, Inc., 1970- Biennial.

Z1223 .Z7 A574 & fiche cabinets — Guide to U.S. Government Publications. 1973- ed. by John L. Androit. McLean, VA: Documents Index, 1973-.

Z1223 .Z7 O 48 — O'Hara, Frederic J. A Guide to Publications of the Executive Branch. Ann Arbor, Mich.: Pierian Press, 1979.

not at Baruch — U.S. Government Printing Office. Publications Reference File. (microfiche) Washington: United States Government Printing Office. Bimonthly with monthly supplements.

A listing by subject, stock number, and Superintendent of Documents classification number, of government publications that are currently in print and offered for sale by the Superintendent of Documents.

DIRECTORIES

JK 271 .B343 — Barone, Michael; et al. The Almanac of American Politics: The Senators, the Representatives, the Governors, Their Records, States and Districts. New York: E.P. Dutton.

JK 1012 .C65 — Congressional Staff Directory. 1959- . Mount Vernon, N.Y.: Congressional Staff Directory, Ltd. Annual.

JK 1011 .A5 — U.S. Congress. Official Congressional Directory for use of the U.S. Congress. 1809- . Washington: U.S. Government Printing Office, 1809- . Biennial with supplement in even numbered years.

JK 404 .W37 1981 — Washington Researchers. Washington Information Workbook. Fifth edition. Washington: Washington Researchers, 1981.

GUIDES & HANDBOOKS

Z1223 .Z7 B7 1950 — Boyd, Anne Morris & Rips, Rae Elizabeth. United States Government Publications. Third revised edition. New York: H.W. Wilson Company, 1949.

JK 1021 .C56 1976a — Congressional Quarterly, Inc. Congressional Quarterly's Guide to Congress. Second Edition. Washington: Congressional Quarterly, Inc., 1976.

Includes sections on powers of Congress and Congressional procedure.

KF 4945 .Z9 F5 1971 — Fischer, Joseph. How Our Laws Are Made. Washington: U.S. Government Printing Office, 1971.

Devoted exclusively to the Federal legislative process. Traces the steps through which a bill must pass before it becomes a law.

Z 1223 .Z7 M67 — Morehead, Joe. Introduction to United States Public Documents. Littleton, Colorado: Libraries Unlimited, Inc., 1975.

Z1223 .Z7 S3 1969 — Schmeckebier, Laurence F. & Eastin, Roy B. Government Publications and Their Use. Second revised edition. Washington: The Brookings Institute, 1969.

INDEXES AND ABSTRACTS

not at Baruch — Calendars of the United States House of Representatives and History of Legislation.

Issued daily while the House is in session. Monday's issue contains a cumulative subject index of all legislation which has been reported by committees and acted upon. The final edition of the House Calendar (biennial) includes a list of bills that failed to become law as well as a summary of actions on all House and Senate bills. Identical, companion and similar bills are noted.

J69 .C6 92nd Congress — Commerce Clearing House. Congressional Index. 75th Congress, 1937/38- Chicago: CCH, 1937- .

Table 2E — Congressional Information Service, Inc. CIS Index. 1970- Washington: CIS, Inc., 1971- . Issued monthly with quarterly and annual cumulations.

Indexes and abstracts Congressional hearings, committee prints, House and Senate reports and documents, and miscellaneous publications. Also provides descriptions and legislative histories of public laws. Detailed index by subject, names, bills, reports, and document numbers.

not at Baruch — _____. CIS U.S. Congressional Committee Prints Index. Washington: CIS, Inc., 1980.

Some committee prints may be devoted to legislative histories of a particular piece of important legislation.

not at Baruch — _____. CIS U.S. Serial Set Index. Washington: CIS, Inc., 1975-78.

"Aims to provide an index to the complete U.S. Serial Set for the period 1789-1969.

Index Stacks — Cumulative Subject Index to the Monthly Catalog of United States Government Publications; 1900-1971. Washington: Carrollton Press, Inc., 1973-75.

Gives year and entry number (or page number) of Monthly Catalog where a complete citation may be found. Includes Monthly Catalog Supplements as well.

Table 1A — Index to U.S. Government Periodicals. Chicago: Infordata International, Inc., 1974- Quarterly with annual cumulations.

Table 1A — Monthly Catalog of United States Government Publications. Washington: U.S. Government Printing Office, 1895- Monthly with semiannual and annual cummulative indexes.

The most comprehensive listing of U.S. government publications. Current indexes include author, title, subject, series/report, stock number, and since 1980 a title keyword index. (Most of the entries are available to the public through depository libraries; a listing of which may be found in the March 1981 catalog).

Table 2E — PAIS (Public Affairs Information Service). New York: PAIS, 1915- . Weekly, with quarterly and annual cumulations.

not at Baruch — Poore, Benjamin P. A Descriptive Catalogue of the Government Publications of the United States Sept. 5, 1774-- March 4, 1881. Washington: U.S. Government Printing Office, 1885.

KF80 .S5 1979 — Shepard's Acts and Cases by Popular Names, Federal and State. Second edition. Colorado Springs, Colo.: Shepard's Inc., 1979.

not at Baruch — United States. Congress. Congressional Record: Containing the proceedings and debates of the 43rd Congress -- March 4, 1873 -. Washington: U.S. Government Printing Office, 1873- v. 1-

The annual index lists each bill by number and gives all pages in that year's Congressional Record on which the bill is mentioned.

Z1223 .A3 1959 — United States. Congress. Senate. Library. Cumulative Index of Congressional Committee Hearings from 74th Congress through 85th Congress in the U.S. Senate Library. Washington: U.S. Government Printing Office, 1959.

not at Baruch — United States. Department of the Interior. Division of Documents. Comprehensive Index to the Publications of the United States Government 1881-1893. by John G. Ames. Washington: U.S. Government Printing Office, 1905. 2v.

not at Baruch — United States. Library of Congress. Digest of Public General Bills and Resolutions. Washington: U.S. Government Printing Office. Annual.

Gives summaries of each public law. Also contains dates of the reports, debates, enrollment and passage.

Z1223 .A199 U54 1976 — United States. Library of Congress. Popular Names of U.S. Reports; a catalog. 3rd edition. Compiled by Bernard A. Bernier, Jr., et al. Washington: Library of Congress, 1976.

Index Stacks — U.S. Superintendent of Documents. Catalog of the Public Documents of Congress and of Other Departments of the Government of the United States for the Period March 4, 1893-Dec. 31, 1940. Washington: U.S. Government Printing Office, 1896-1945.

Z1223 .A113 — _____. Checklist of United States Public Documents; 1789-1909. 3rd edition. Washington: U.S. Government Printing Office, 1911.

LEGISLATIVE HISTORIES

Microfiche cabinets — National Cash Register Company. Microcard Editions. Legislative History Series. Washington: NCR, n.c.

Contains full text of relevant Congressional materials for select acts during the period 1909-1950.

KF 5407 .S34 V.1-5 — Schwartz, Bernard. ed. The Economic Regulation of Business and Industry: A Legislative History of U.S. Regulatory Agencies. 5v. New York: Chelsea House Publishers, 1973.

KF 63 .A5 1967- — United States, Laws, Statutes, etc. United States Code Congressional and Administrative News.

See entry under STATUTES.

MISCELLANEOUS

KF 4492 .B7 1974 — Brown, William Holmes. Jefferson's Manual and Rules of the House of Representatives. Washington: U.S. Government Printing Office, 1975.

JK 1 .C6635 92nd Cong.- — Congressional Quarterly, Inc. Congressional Roll Call: A Chronology and Analysis of Votes in the House and Senate. Washington: Congressional Quarterly, Inc., 1971-

KF 4992 .D49 1979 — Deschler, Lewis. Deschler's Procedure: A Summary of the Modern Precedents and Practices of the United States House of Representatives. Washington: U.S. Government Printing Office, 1979.

STATUTES

KF 62 1976 .A2 — United States Laws, Statutes, etc. United States Code. 1976 Edition, Containing the General and Permanent Laws of the United States in Force on Jan. 3, 1977. Washington: U.S. Government Printing Office, 1977-

KF 62 .A2 Suppl

_____. _____. Supplement III. Washington: U.S. Government Printing Office, 1979-

KF 62 .W4

_____. United States Code Annotated. St. Paul, MN: West Publishing Company, v.1- 1927-

KF 63 .A5 1967-

_____. United States Code Congressional and Administrative News. Acts of the 76th Congress, Jan. 3, 1939- . St. Paul, MN: West Publishing Company, 1942-

Reprints the major reports and conference report for most Public Laws. Materials on each law are arranged sequentially and citations of other reports and Congressional Record proceeding are noted. Also contains a legislative history table.

KF 50 .A3 48 STAT-

_____. United States Statutes at Large; Containing the Laws and Concurrent Resolutions Enacted...and the Reorganization Plans and Proclamations, 1789-1873; 1873-Boston: Little, 1845-73; Washington: U.S. Government Printing Office, 1875-

Contains the full text of public and private laws. Later editions have a legislative history table.

YEARBOOKS

KF 49 .C65

Congressional Quarterly, Inc. Congress and the Nation, 1945/64-, a review of government and politics in the postwar years. Washington: Congressional Quarterly, Inc. 1965- v. 1-

Beginning with volume 2 each volume covers one presidential term. Includes basic material on United States politics and government.

JK 1 .C66

_____. Congressional Quarterly Almanac. v. 1- 1945- Washington: Congressional Quarterly, Inc., 1945- Annual.

Summarizes major Congressional action. Divided according to topic. Valuable background information provided.

JOURNALS

Congress Monthly
Congressional Digest
Congressional Quarterly. Weekly Report.
Congressional Record (not at Baruch)
National Journal (not at Baruch)
Weekly Compilation of Presidential Documents (not at Baruch)

NAME _____

Exercise for Legislation

1. Write the name of the legislation you are researching. What do you want to know about this legislation?

_____

2. Locate background reading for your topic. Use Reference Sources for Research in Legislation.

   Bibliographic citation(s) for background reading: _____

_____

_____

3. Use the Library of Congress List of Subject Headings to select one subject term for your information search.

   Subject Term: _____

4. Use the card catalog on the 7th floor of Baruch College Library to locate one book. List the call number and full bibliographic citation for the book you locate.

   Book

   Call number:
   Author(s):
   Title:
   Publisher:
   Date:

5. Use the CIS Index to find two references to the legislation you are researching.

   Reference 1:
   Abstract Number: _____

   Abstract Title: _____

   What did you find out about this legislation? _____

_____

   Did this abstract refer you to another abstract you want to see? If yes, which one?

_____

   Reference 2:
   Abstract Number: _____

   Abstract Title: _____

   What did you find out about this legislation? _____

_____

6. a. What else do you want to know about this legislation?

_____

_____

   b. Where might you look to find this information?

_____

_____